OFFICE OF ADOLESCENT HEALTH
TEEN PREGNANCY PREVENTION (TPP) PROGRAM

SIX-MONTH PROGRESS REPORT GUIDANCE

Six-Month Progress Report Due: February 1st

OAH TPP PROGRAM – SIX-MONTH PROGRESS REPORT GUIDANCE
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PART ONE: GENERAL INSTRUCTIONS

Eligibility

This document provides guidance on the preparation of the six-month progress report for OAH TPP Grantees.

Purpose

The purpose of the six-month progress report is to report on the progress of the project during the first six months of the project period (July 1 – Dec 31), including the status of programmatic activities, evaluation activities, and submission of any performance measure data.

The OAH TPP Program Six-Month Progress Report Guidance describes the content and submission procedures for completing the six-month progress report. Six-month progress reports will be reviewed by the OAH Project Officer and the Office of Grants Management (OGM) Grants Management Specialist. The six-month progress report must provide detailed information on the progress in accomplishing goals and objectives during the project period.

PART TWO: PROGRESS REPORT SUBMISSION

The six-month progress report and all supporting documents must be received no later than **11 p.m. Eastern Standard Time** on **February 1st**.

Electronic Submission (required)

The six-month progress report, including all required documents, should be submitted to OAH and OGM electronically through Grantsolutions.gov. All required reporting documents should be submitted and uploaded within the Grant Notes section of "My Grants" for access by the assigned OAH Project Officer and OGM Grants Management Specialist. Grantees should include the grant number on all submissions. All materials must be submitted by **February 1st at 11:00 p.m. Eastern Standard Time.**

PART THREE: PROGRESS REPORT CONTENT

The annual progress report should include:
- Table of contents
- Six-month progress with a detailed summary of the status of planned activities for the first six months of the project period (July 1st – December 31st)
- Performance measure data for the reporting period
- Evaluation progress update
- Additional materials in the appendices

The contents of the report should be properly labeled and numbered. Content should be concise, complete and written in 12-point font.

I.   TABLE OF CONTENTS

A Table of Contents outlining the components of the six-month progress report is required and will provide assurance that the report is complete.

II.   SIX-MONTH PROGRESS REPORT

The six-month progress report should describe the completion of objectives and activities during the first six months of the project period (July 1st – December 31st). The progress report is a mechanism through which grantees should detail their accomplishments and activities during the reporting period. The progress report should include a thorough description of both programmatic and evaluation objectives and activities.

All goals, objectives, and activities identified in the progress report should be clearly connected. Each activity identified and described should directly support a corresponding objective. In order to appropriately document the progress of the grant, the progress report should include explanations for each objective and activity identified. Explanations for achieving or not achieving the identified activity should include supportive statements. Descriptions supporting the accomplishment of the activity should provide more information than a "yes" or "no" response.

The progress report should:
- Describe the status (met, ongoing, or unmet) of each objective and activity.
- Provide a narrative describing what has been done to work toward accomplishing the planned activities (include the outcomes of your actions).
- Describe any barriers encountered, and how the barriers were addressed.
- If applicable, include the reasons that goals or objectives were not met and a discussion of assistance needed to resolve the situation.
- Report on any other significant project activities, accomplishments, setbacks or modifications (e.g., change in key staff, change in scope) that have occurred during the reporting period and were not part of the program work plan. These should include legislative and/or judicial actions impacting the program, as well as agency events.

The progress report should be specific to your program and should provide a thorough update on the status of program objectives and activities completed during the six-month period. The narrative included in your progress report should be detailed and supporting documents (included as Appendices) should be included if they add clarity or depth, substantiate the narrative, and/or present information succinctly. Extensive appendices are not required. Six-month progress reports are evaluated on the basis of substance, not length. Cross-referencing should be used rather than repetition.

See **Exhibit A** for an example Six-Month Progress Report Template.

III. TPP PERFORMANCE MEASURE REPORTING

All TPP grantees are required to submit their performance measure data for the period from **July 1st through December 31st** by **February 1st** through the OAH TPP Performance Measure website (https://tpp.rti.org).

A summary of all of the performance measures is available on the OAH TPP Performance Measure website (https://tpp.rti.org). All TPP grantees are expected to submit performance measure data on partners, training, and dissemination. Any TPP grantee that has begun serving youth (whether through a pilot or full implementation) is expected to submit all required performance measure data for all youth served.

A Help Desk is also available if additional assistance is needed. To contact the Help Desk, click on the Help Desk tab at the top of the TPP Performance Measures Website (after logging on), and you will be able to contact our webmaster regarding your issue. When reporting your problem, please be as descriptive as possible by including the page on which the problem was encountered as well as steps that could be used to replicate the issue. In addition, please provide the name of your grantee organization along with your name, email address and telephone number.

IV.   EVALUATION PROGRESS REPORTING

Grantees should provide a narrative update on the status of their evaluation activities during the reporting period. Grantees can include their evaluation updates within the progress report template or as a separate, brief narrative.

V.   APPENDICES

Supporting documents that add value or clarity to the information presented in the progress report should be included in the appendices. Materials included in the appendices should present information clearly and succinctly and add depth to your report.

EXHIBIT A – Six-Month Progress Report Template Grantee Name: Grant #: July 1, 20xx – December 31, 20xx		
Goal:		
Objective:	**In Progress** **Met** **Unmet**	
Activity:	**In Progress** **Met** **Unmet**	Provide a description of the accomplishments, barriers encountered, populations served and the collaborative partners involved in working toward the activity. Document any outcomes that are a result of your grant-funded activity. Provide a justification for any activities that are still in progress or were not met.
Activity:	**In Progress** **Met** **Unmet**	Provide a description of the accomplishments, barriers encountered, populations served and the collaborative partners involved in working toward the activity. Document any outcomes that are a result of your grant-funded activity. Provide a justification for any activities that are still in progress or were not met.
Activity:	**In Progress** **Met** **Unmet**	Provide a description of the accomplishments, barriers encountered, populations served and the collaborative partners involved in working toward the activity. Document any outcomes that are a result of your grant-funded activity. Provide a justification for any activities that are still in progress or were not met.

<u>Additional Narrative</u>

Report on any other significant project activities, accomplishments, setbacks or modifications (e.g. change in key staff, change in scope) that have occurred in the current budget period and were not part of the program work plan. These should include legislative and/or judicial actions impacting the program, as well as agency events.

<u>Additional Barriers, Challenges, and Solutions</u>

Report on any additional barriers, challenges, or innovative solutions not previously captured in the annual progress report. Provide a discussion on each barrier or challenge and any solutions that were identified or are being considered. Include barriers and challenges related to performance measure data (e.g., unable to observe the necessary 10% of sessions implemented), as appropriate.